

State of California

Department of the Youth Authority
Board of Prison Terms

OPEN SPOT EXAMINATION -SACRAMENTO

STAFF COUNSEL

File-in-Person Date: February 10, 2005

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE: Open Spot Examination for the Department of the Youth Authority and Board of Prison Terms - Sacramento County

HOW TO APPLY: You must file your own application in person. State applications (form 678) will only be accepted in person on February 10, 2005 between the hours of 8:00AM – 5:00PM. Applications are available at Youth Authority offices/facilities, Board of Prison Terms, State Personnel Board at 801 Capitol Mall, Sacramento or at the State Personnel Board’s website: www.spb.ca.gov and offices of the Employment Development Department.

Applications must be filed in person with:
Department of the Youth Authority
Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823

- If you have a disability and need special testing arrangements, mark question 2 of the State application (Form 678). You will be contacted to make specific arrangements.
- Accepted applicants are required to bring a photo identification card or two forms of signed identification to the File-in-Person.

FILE-IN-PERSON DATE: February 10, 2005

EXAM DATE: This examination will consist of a Qualifications Appraisal Interview weighted 100.00%. It is anticipated interviews will be conducted in March/April 2005.

SALARY RANGE(S):	Range A: \$3834 - \$4208	Range C: \$5320 - \$6433
	Range B: \$4414 - \$4847	Range D: \$5988 - \$7386

MINIMUM QUALIFICATIONS: Applicants must meet the education/experience requirements by the final filing date, February 10, 2005. It is your responsibility to make sure you meet the education and/or experience stated below. Your signature on your application indicates you have read, understood, and possess the basic qualifications required.

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment. Applicants who are not members of the State Bar of California but who are eligible to take the California Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to the State Bar.)

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

If conditions warrant, this examination may utilize, instead of a Qualification Appraisal Interview, an evaluation of each candidate’s experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information (resume) will be accepted, but read the Minimum Qualifications carefully to see what kind of information will be useful to the staff doing the evaluation. In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

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EXAMINATION SCOPE: Knowledge of:

1. Legal research methods and performing research.
2. Legal principles and their application.
3. Scope and character of California Statutory Law and of the provisions of the California Constitution.
4. Principles of administrative and constitutional law.
5. Trial and hearing procedure and rules of evidence.

Ability to:

1. Perform research.
2. Analyze, appraise, and apply legal principles, facts and precedents to legal problems.
3. Present statements of fact, law, and argument clearly and logically.
4. Draft statutes.
5. Prepare correspondence involving the explanation of legal matters.
6. Analyze situations accurately and adopt an effective course.

LIST INFORMATION:

A single open-spot eligible list will be established for the use of the Department of the Youth Authority and the Board of Prison Terms. The list will be abolished 24 months after it is established unless the needs of the Department and/or conditions of the list warrant a change in this period. Positions exist in Sacramento.

POSITION STATEMENTS:

Department of the Youth Authority:

Under the general supervision of the Chief Counsel, the Staff Counsel represents the Department of the Youth Authority in administrative hearings before the State Personnel Board (SPB); works directly with executive and management staff at work sites throughout the state to vigorously represent the Department; reviews and provides expert advice in the preparation of legal documents in proceeding before the SPB; provides assistance and act as a liaison to the Department of Personnel Administration (DPA) and the Office of the Attorney General (AG) regarding adverse action hearings handled by DPA and AG; drafts and present reports and make recommendations on policies and procedures relating to adverse actions and employment law; prepares legal summaries of every adverse action completed by the Department of the Youth Authority and present the summaries to the Executive Managers and does other related legal duties.

Board of Prison Terms

Under the direction of the Chief Counsel, Board of Prison Terms, the Staff Counsel provides advice or opinions to management and staff at the Board of Prison Terms on legal issues affecting Board policies and program operations. The Staff Counsel will coordinate new and ongoing appellate and trial level litigation and advise the Board on the interpretation of statutes, administrative regulations, court decisions, and other legal authorities, which affect the duties, and responsibilities of the Board.

VETERANS PREFERENCE: Veteran's preference credits will be granted.

GENERAL INFORMATION

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon a written request.

If you meet the entrance requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test and all candidates who pass will be ranked according to their scores.

The Department of the Youth Authority reserves the rights to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel may consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a competitor's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credit to entrance examinations. When credit is granted in an Open Examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference and definitions for veteran and disabled veteran are available on the application for Veterans Preference form (SPB Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The Department of the Youth authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provision of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Manager/Community Participation Office, 4241 Williamsbough Drive, Suite 201, Sacramento, California 95823, Telephone (916) 262-1475.

Appeal Information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244-2010, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government code, or of other improper acts or circumstances. **The appeal must be filed within 30 days after the notice of examination result were mailed and must state the facts, information, or circumstances upon which the appeal is based.** Appeals are heard by the State personnel in public hearings held in Sacramento, San Francisco, and Los Angeles.

Vision and Mission

Vision The California Youth Authority will contribute to the public safety of the citizens of California by maintaining a safe and secure therapeutic environment, which will result in the optimum delivery of rehabilitative services for wards charged to its care.

Mission The California Youth Authority will contribute to the protection of society from the consequences of criminal activity by providing youthful offender rehabilitation through education, training, treatment, and parole services that provide a continuum of care and assist with the reintegration of youthful offenders into society.